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28 AUG 1980

OS REGISTRY
FILE *Resacts 5*

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Security

SUBJECT: Office of Security Significant Activities
Week of 21 August 1980 (U)

REFERENCE: DDA Administrative Instruction No. 74-5

1. This memorandum is for information only. (U)
2. The activities of the Office of Security during the week of 21 - 27 August 1980 were highlighted by the following items:

a. On 26 August, representatives of the Physical Security Division, Technical Security Division and Information Systems Security Group visited the Social Security Administration (SSA) in Baltimore, Maryland, to assist in developing security plans for a new SSA computer facility building. The liaison was conducted at the request of the SSA. (U)

b. The Security Education Group (SEG) addressed the weekly DDO staff meeting and presented a short summary of the new approaches SEG is trying to take in security reindctrinations. The session was very well received. (U)

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d. A member of the Office conducted an investigation regarding a break-in which occurred on the evening of 21-22 August 1980 at an Agency warehouse located in [redacted] During the break-in, a Savin copier was stolen. While the investigation did not identify the culprits, it did result in several recommendations being made in regard to upgrading the security of the warehouse. (U)

e. During this reporting period, the Security Education Group also presented a special briefing on the threat to security from indiscreet use of telephones to the Special Assistant to the DCI for Counterintelligence and several of his staff. (U)

f. Officials at the National Institute for Occupational Safety and Health (NIOSH) were contacted to discuss the potential hazards associated with the use of video display terminals (VDT). According to NIOSH research, the primary hazards of VDT use are psychological and ergonomic. These problems can be decreased by good work area design and lighting and by allowing frequent short breaks. (U)



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